



## **HB Sound & Light, Inc. Job Description**

**Job Title:** Sales Coordinator  
**Department:** Operations  
**Reports To:** Jamie Lunski  
**Prepared by:** Stacy Evens  
**Last revision date:** 07/18/08  
**Last revised by:** Stacy Evens  
**Approved by:** Jamie Lunski  
**Approval Date:** 07/18/08

### **SUMMARY**

Responsible for continual advancement and sales growth for the various departments while continuing the high level of service that existing clients have come to expect from HBSL.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Including, but not limited to the following:

- Develop new client leads and new projects with existing clients.
- Consult with clients to find and provide best option to meet their needs within budget.
- Attend industry meetings and trade shows to pursue new accounts.
- Prepare quotations and proposals for clients.
- Conduct post event meetings with clients and employees to uncover any issues and/or suggestions for design improvements.
- Research and report existing and changing market conditions.

### **SUPERVISORY RESPONSIBILITIES**

As necessary

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Exceptional organizational skills
- Great customer relations skills
- Excellent verbal and written communication skills
- Computer skills for Microsoft Office and various drafting programs
- Must be able to set and attain goals to strengthen and expand business.
- Advanced knowledge in all audio visual systems is a must.
- Must be able to design sales packages and answer questions regarding audio, lighting, rigging, staging and video systems individually.

**EDUCATION and/or EXPERIENCE**

Experience in the entertainment industry is a must. Touring and/or rental house references very helpful.

**LANGUAGE SKILLS**

The candidate must have good interpersonal and written communication skills. Able to convey ideas and goals to employees, supervisors and department heads within and outside of the division. He/she must have excellent customer service communication skills to explain technical topics to clients who may or may not have the technical expertise to understand the designed package.

**MATHEMATICAL SKILLS**

The candidate must be able to calculate discounts, mileage rates, and percentages; sometimes, required to figure rough bid numbers 'off the top of your head'.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must have and maintain a valid driver's license with a clean driving record.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Travel is required in the position via airplane and car.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk or hear; and taste or smell. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and distance vision.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.